

How to access and register online for the NCE and NCMHCE exams

1. Go to CCE's webpage, www.cce-global.org, and choose the ProCounselor tab at the far right of the screen.
2. Enter your username and password. If this is your first time on the site, you will need to create an account.
3. After you have entered your username and password, select enter and you will be directed through each screen through payment of the exam.
4. After payment, submit and your record will be sent to the State Facilitator who will complete your registration in the order it was received. The process can take 2 to 4 weeks after payment submission.

1. After creating an account, the first page the user will see is the My Information page. From here they will need to click the Home link in the left nav box.

StateLicensure | ProCounselor™

Home
My Information
My Transactions
Upcoming Events
Logout

My Information

Click 'HOME' to continue the exam registration process or to check the status of your existing exam registration.

Your Individual Information is displayed below.
You may update this information by clicking on the edit link.

INDIVIDUAL INFORMATION [EDIT](#)

Mike Smith

PRIMARY ADDRESS INFORMATION

123 Main St
Greensboro, NC 27403

CONTACT INFORMATION

Phone: (336)547-0607
E-Mail: mikesmith@mailinator.com

Would you like to change your password? [Click here](#)

2. After clicking the Home link, they will land on the Select-a-State page. From the dropdown list they will need to select the state for which they want to test for licensure then click the Next button.

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Select the state that you are testing for state licensure:

----- Select State ----- [Next](#)

VISA MasterCard American Express

3. The next page contains contact information for their State Licensure board as well as a link to the NBCC website with policies pertaining to exam registration.

The submit buttons will remain inactive until the check the 'I acknowledge...I understand...' checkbox. Once the box is checked, the Submit buttons will become active and they can then choose which exam they want to register for.

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State Board Information

North Carolina [website](#)
North Carolina Board of Licensed Professional Counselors
PO Box 77819
Greensboro, NC 27417
(844)622-3572

Please refer to the information found on the [NBCC website](#) for policies specific to the state for which you are seeking licensure.

☐ I acknowledge that I have read and understand the policies specific to the state for which I am seeking licensure.

☐ I understand that I am required to submit a transcript showing conferral of my degree in counseling or a related field and understand that failure to submit an acceptable transcript will result in delays with processing of my registration request.

Apply for *National Clinical Mental Health Counselor Examination (NCMHCE) for Licensure*

Price: \$195.00

[Submit Registration Request](#)

Apply for *National Counselor Examination (NCE) for Licensure*

Price: \$195.00

[Submit Registration Request](#)



Please refer to the information found on the [NBCC website](#) for policies specific to the state for which you are seeking licensure.

☐ I acknowledge that I have read and understand the policies specific to the state for which I am seeking licensure.

☒ I understand that I am required to submit a transcript showing conferral of my degree in counseling or a related field and understand that failure to submit an acceptable transcript will result in delays with processing of my registration request.

Apply for *National Clinical Mental Health Counselor Examination (NCMHCE) for Licensure*

Price: \$195.00

[Submit Registration Request](#)

Apply for *National Counselor Examination (NCE) for Licensure*

Price: \$195.00

[Submit Registration Request](#)

- After selecting an exam, the user will be redirected to their profile page. From here they will need to provide any pre-requisite information before being able to continue the process.

All candidates are required to provide education information. Approval letter states will also be required to provide a copy of the approval letter they received from their state board.

The screenshot shows the user profile page for 'StateLicensure ProCounselor'. The page is divided into several sections:

- Navigation Menu:** Home, My Information, My Transactions, Upcoming Events, Logout.
- Personal Information:** Name: Mike Smith, Address: 123 Main St Greensboro, NC 27403, Email: mikesmith@mailinator.com, ID: 844030. An 'Update' button is present.
- Current Testing Information:** Exam: National Counselor Examination (NCE) for Licensure, State: North Carolina, Attempts Remaining: unlimited, Status: Pending Submission.
- My Degree:** A table with columns: Institution, Degree, Major, Date. An 'Add Education' button is to the right. Below the table, it says: 'To proceed, click the 'Add Education' button to enter required education information.'
- My Registrations:** A table with columns: Current, For State, Event Title, Reg Date, Take Date, Result, Reg Eligibility Start, Reg Eligibility End. It shows 'No records'.

Below the table, there is a note: 'Registration eligibility start and end dates will be established upon the completion of your submission. Registration processing time is four weeks from the time of your request submission. Examination Services staff will notify you by e-mail once you are registered.'

Another note: 'Your exam registration eligibility period is valid for six months. Please note that many states impose their own eligibility deadlines that may be less than six months.'

A final note: 'If you are unsure of any part of the registration process, please e-mail CCE at exam@cce-global.org before submitting a registration request or documentation.'

- When the Add Education button is clicked, a popup will appear. The candidate will need to provide information for all fields in bold.

For the Transcript Sent Method, if the user selects Electronic Verification Service, the Save button at the bottom will become active and allow them to proceed. If Upload a Transcript is selected, the Save button will not become active until the user uploads the transcript.

The screenshot shows a popup window titled 'Add - NBCC Education Info'. It contains the following fields:

- Institution:** A dropdown menu with '--Select Institution--' selected. Below it is a text field labeled 'Institution Not in List:'.
- Degree Type:** A dropdown menu.
- Major Area of Study:** A dropdown menu with '--Select Major Area of Study--' selected. Below it is a text field labeled 'Major Area of Study Not in List:'.
- Transcript Sent Method:** A dropdown menu with '-- Select Method --' selected.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Electronic Verification Service option

Add - NBCC Education Info

Add - NBCC Education Info

Bold fields are required.

Institution: American Univeristy

Degree Type: M.A.

Major Area of Study: Community Counseling

Transcript Sent Method: Electronic transcript verification servic

Save Cancel

Upload Transcript option

Add - NBCC Education Info

Add - NBCC Education Info

Bold fields are required.

Institution: American Univeristy

Degree Type: M.A.

Major Area of Study: Community Counseling

Transcript Sent Method: Upload a copy of transcript

Upload File: Choose File No file chosen

Save Cancel

Add - NBCC Education Info

Add - NBCC Education Info

Bold fields are required.

Institution: American Univeristy

Degree Type: M.A.

Major Area of Study: Community Counseling

Transcript Sent Method: Upload a copy of transcript

Upload File: Choose File TestPDF2.pdf

Save Cancel

6. Once all pre-requisite info has been provided, the Submit Registration button will appear.

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Home
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Logout

Personal Information

Name: Mike Smith
Address: 123 Main St Greensboro, NC 27403
Email: miksmith123@procounselor.com
ID: 844030

Update

Current Testing Information

Exam: National Counselor Examination (NCE) for Licensure
State: North Carolina
Attempts Remaining: unlimited
Status: Pending Submission

Submit Registration

My Degree

Institution	Degree	Major	Date
American Univeristy	M.A.	Community Counseling	8/26

Add Education

VISA MasterCard American Express

7. After clicking the Submit Registration button, the user will be directed to the exam registration wizard. The first page in the wizard is the Update Contact Information page. All fields in bold are required to proceed.



NBCC Board Exam Registration ! Update Contact Information
Bold fields are required.

Personal Information

Prefix:

First Name: Mike

Middle Name:

Last Name: Smith

Organization:

Title:

Address Information

Mailing Address: 123 Main St

City: Greensboro

State/ZIP code: North Carolina 27403

☐ do not contact by mail

Primary Contact Information

Primary Number: 3365470607

Mobile Number:

Fax Number:

E-mail: mikesmith@mailinator.com

Demographics

Nick Name:

Gender:

Date of Birth:

Ethnicity:

8. The next page is the Special Exam Accommodations (SEA) page. Here, the user will decide whether or not to request an SEA.

If an SEA request is NOT needed the user can simply click the Next button. If an SEA request is needed the Request SEA button should be clicked.



NBCC Board Exam Registration | SEA Choice

To review previous screens, click Home.

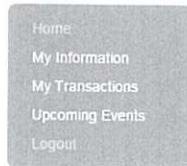
Caution: Use of the back browser arrow may result in possible loss of any information entered or duplicate processing of your transactions.

Special Exam Accommodations (SEA)

If you require special assistance from another individual, such as a reader or recorder; a non-Saturday examination administration due to religious reasons; additional time due to special needs or because English is a second language; or an international examination location, click Request SEA to enter your request, otherwise click next to proceed.

[Next](#) [Request SEA](#) [Cancel](#)

9. If the user decides to request an SEA, they will need to provide the appropriate information on the SEA selection page then click the Next button at the bottom.



NBCC Board Exam Registration | Special Exam Accommodations

To review previous screens, click Home.

Caution: Use of the back browser arrow may result in possible loss of any information entered or duplicate processing of your transactions.

Special Exam Accommodations

Complete this form if you require:

special assistance from another individual, such as a reader or recorder
a non-Saturday examination administration due to religious reasons
additional time due to special needs or because English is a second language
an international examination location

Please select the type(s) of special exam accommodations you are requesting. Select all that apply.

- ☐ additional exam time ☐ breaks ☐ private room ☐ reader
☐ to bring a nonelectronic, word-to-word translation dictionary

Please select and complete the reason(s) for the selected type(s) of special exam accommodations. Select and complete all that apply.

☐ **candidate with disabilities**

Please identify briefly the nature of your disability. You will be required to submit documentation not more than five years old, on letterhead and signed by a qualified professional to support the nature of your request.

☐ **non-saturday exam date due to religious reasons**

Please submit documentation from your clergy person verifying that you cannot participate in the exam on Saturday due to religious reasons.

☐ **candidate for whom english is a second language (esl)**

Please submit documentation from your graduate program showing that you have received special accommodations due to ESL while in school.

☐ **international exam location**

I am requesting to be contacted to arrange for testing at an international exam location.



☐ **other**

Please specify the nature of your request for special exam accommodations.

All requests for special examination accommodations are reviewed individually and are subject to NBCC approval.

[Next](#) [Cancel](#)

10. After clicking the Next button from the SEA page, the user will be presented with the View Invoice page. To proceed, they will need to click the Checkout button.

 | 




Home

My Information

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NBCC Shopping Cart | [View](#)

Caution: Use of the back browser arrow may result in possible loss of any information entered or duplicate processing of your transactions

NBCC Invoice Details

Item	notes	price	payment	balance	Address
NCE - CBT (State Licensure)		195.00	195.00	195.00	


If you need to clear your cart and start over press "Cancel"

Total: 195.00




[Checkout](#) [Cancel](#)

11. The Checkout button will direct the user to the Payment page.

On this page, they will need to enter credit card information, check the box indicating they understand our policies, and enter their electronic signature. Once these criteria have been met, they will be able to click the Make Payment and Submit Registration button and proceed.

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[My Information](#)
[My Transactions](#)
[Upcoming Events](#)
[Logout](#)



NBCC Shopping Cart | Payment

Caution: Use of the back browser arrow may result in possible loss of any information entered or duplicate processing of your transactions.

Billing Information

Billing Address: Home: 123 Main St
Mike Smith
123 Main St
Greensboro, NC 27403
UNITED STATES

Payment Information

Payment Amount: \$195.00

Payment Method:

Cardholder's Name:

Credit Card Number:

Expiration Date:

CVV: what is the CVV?

☒ send email confirmation?

Electronic Signature

☐ I understand that I am taking the NCE or NCMHCE as part of the North Carolina state licensing requirements and approval to take the NCE or NCMHCE or the receipt of a passing score does not demonstrate that North Carolina state licensure or NBCC certification requirements have been satisfied. I authorize CCE to provide the North Carolina Board of Licensed Professional Counselors with examination results. Use of the NCE or NCMHCE scores for licensure in other states cannot occur until licensure is granted in North Carolina. By signing this document, I certify that the information provided in this application is accurate to the best of my knowledge. I agree to abide by all NBCC and CCE policies regarding the NCE and NCMHCE examinations.

All fees are nonrefundable and nontransferable.

I agree that typing my first and last name constitutes my electronic signature and understand that it is legally binding.

First Name: Mike **Last Name:** Smith

[Cancel](#)

Payment Information

Payment Amount: **\$195.00**

Payment Method:

Cardholder's Name:

Credit Card Number:

Expiration Date:

CVV: what is the CVV?

☐ send email confirmation?

Electronic Signature

☒ I understand that I am taking the NCE or NCMHCE as part of the North Carolina state licensing requirements and approval to take the NCE or NCMHCE or the receipt of a passing score does not demonstrate that North Carolina state licensure or NBCC certification requirements have been satisfied. I authorize CCE to provide the North Carolina Board of Licensed Professional Counselors with examination results. Use of the NCE or NCMHCE scores for licensure in other states cannot occur until licensure is granted in North Carolina. By signing this document, I certify that the information provided in this application is accurate to the best of my knowledge. I agree to abide by all NBCC and CCE policies concerning the NCE and NCMHCE examinations.

All fees are nonrefundable and nontransferable.

I agree that typing my first and last name constitutes my electronic signature and understand that it is legally binding.

First Name: Last Name:

12. After submitting payment, the user will have completed the process and will be redirected back to their profile page. Once their registration request has been reviewed and approved, the registration line will populate under the My Registrations box.



Thank you for submission!

Your exam registration request has been received.

Once your submission has been reviewed, you will be contacted, via e-mail, by a member of our Examination Services staff to advise you of the status of your submission and any necessary next steps.



Please take a moment to rate your online registration experience by answering five quick **SURVEY** questions.

Personal Information

Name: Mike Smith
Address: 123 Main St Greensboro, NC 27403
Email: mikasmith@procounselor.com
ID: 844030

Update

Current Testing Information

Exam: National Counselor Examination (NCE) for Licensure
State: North Carolina
Attempts: unlimited
Remaining: Pending Approval
Status: Pending Approval

My Degree

Institution	Degree	Major	Date	
American University	M.A.	Community Counseling		edit

Add Education

My Registrations

Current	For State	Event Title	Reg Date	Take Date	Result	Reg Eligibility Start	Reg Eligibility End
No records							

Registration eligibility start and end dates will be established upon the completion of your submission. Registration processing time is four weeks from the time of your request submission. Examination Services staff will notify you by e-mail once you are registered.

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